

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT

Recruitment Advertising and Offers of Appointment

POLICY NUMBER

DMH Policy 713.1

DATE

AUG 1 6 2004

TL#

53

Purpose. To set forth the policy of the Department of Mental Health (DMH) concerning offers of appointment to prospective employees and the recruitment advertising policy.

Applicability. Applies DMH wide.

Policy Clearance. Reviewed by responsible staff and cleared through appropriate Mental Health Authority offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the **DMH** Policy and Procedures Manual.

*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

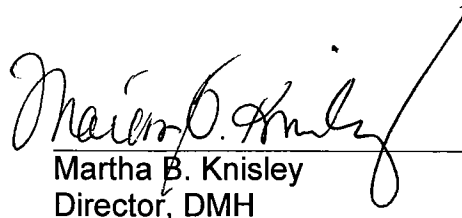
ACTION


REMOVE AND DESTROY

**CMHS Policy 50000.713.3, dated
July 8, 1991**

INSERT

DMH Policy 713.1

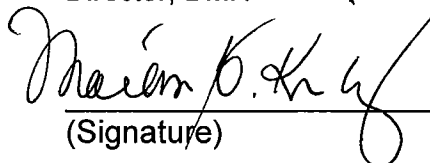

Martha B. Knisley
Director, DMH

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| GOVERNMENT OF THE DISTRICT OF COLUMBIA  | Policy No. 713.1 | Date AUG 16 2004 | Page 1 |
| DEPARTMENT OF MENTAL HEALTH | Supersedes CMHS Policy 50000.713.3, same title, dated July 8, 1991 | | |
| Subject: Recruitment Advertising and Offers of Appointment | | | |

1. **Purpose.** To set forth the policy of the Department of Mental Health (DMH) concerning offers of appointment to prospective employees and the recruitment advertising policy.
2. **Applicability.** Applies DMH-wide.
3. **Authority.** District Personnel Manual (DPM), Chapter 8, Part II, Subparts 3, 17, and Appendix A.
4. **Policy.**
 - 4a. All recruitment activities including newspaper and journal advertisements, flyers, and similar material must have prior approval of the Director, Division of Human Resources (DHR) in order to ensure compliance with existing regulations. DMH officials who are considering the use of recruitment advertising should contact DHR for specific information and guidance.
 - 4b. The Director, DHR is the only official at DMH vested with the authority to make offers of appointment to prospective employees. When the recommended selection is final, the personnel representative, in consultation with the selecting official and releasing official, arranges release and entrance on duty dates for the selected individual. The selecting official should have no discussion with or answer any questions from the selectee with regard to salary, entrance on duty, etc. The selectee should be referred to DHR for answers to all such questions.
5. **Other Guidelines.** A new appointee or reappointee must wait for notification from DHR regarding when and where he/she should report for duty. Any offer of appointment is revocable by the Director, DHR until the date the employee reports for work. Should an employee report to his/her duty post without having been processed in DHR, the supervisor must send him/her to DHR. Failure to complete all processing, including the oath of office, will result in services performed prior to the completion of processing being considered as volunteer time, and pay being denied for such services. There will be no retroactive appointments.
6. **Inquiries.** Questions regarding this policy should be addressed to the DMH Division of Human Resources (DHR) at 202-673-3525.

Approved by:

Martha B. Knisley
Director, DMH


 August 16, 2004
 (Signature) (Date)